

**HEADQUARTERS, UNITED STATES MARINE CORPS**  
Enlisted Career Counseling and Performance Evaluation Unit (MMEA-64)  
3280 Russell Road, Quantico, VA 22134-5103

**ENLISTED CAREER COUNSELORS HANDOUT**

**CONTACTING US**

- Commercial: (703) 784-9241/9242/9243/9244
- DSN: 278-9241/9242/9243/9244
- Toll Free: 1 (800) 833-2320
- Commercial Fax: (703) 784-9835
- E-Mail/Web Site: [www.usmc.mil](http://www.usmc.mil) (via the career link)

**CAREER COUNSELING**

**OUR MISSION**

To support the future of our Corps by assisting enlisted career Marines in improving their performance for retention and their competitiveness for promotion through performance evaluation and career counseling.

We counsel all Sergeants and above on active duty. **While the Career Counselors provide an evaluation of performance, they cannot provide specific reasons for failure of selection to the next higher grade.**

Requesting a career counseling session after failing selection is not the optimal time to receive advice or recommendations to increase one's competitiveness.

**CONTACTING US**

- It is best to call us about two years before entering the "In Zone" for selection. Improving performance does not happen overnight, it takes time. This proactive approach allows maximum opportunity to make the changes in your career, if needed, to enhance promotion opportunity. About 74% of all our calls are from Marines in this category.
- Before making major career decisions such as a lateral move or seeking a Special Duty Assignment or any other B-Billet.
- Calling us after failing selection to the next higher grade is the least preferred option, as it may not allow you the time to make the changes recommended during counseling.

**WHY YOU SHOULD CALL US**

- As leaders of Marines, having a good understanding of the retention and promotion process will enable you to take care of your Marines better. Simply said, we are your supporting arm.
- During the promotion process, you compete with your peers. Since we counsel all career Marines and we debrief by every SNCO selection board,

we are aware of what your peers are doing and can advise you on what you should do to maintain a competitive edge.

- Counselors stay up to date on all promotion and retention issues as this helps eliminate rumor control.

## **WHAT WE DO DURING CAREER COUNSELING**

- Provide advice on improving individual competitiveness towards promotions and career progression, based on an analysis and review of your overall official records to include your Official Military Personnel File (OMPF), Master Brief Sheet (MBS) and the Marine Corps Total Force System (MCTFS).

## **WHAT WE LOOK AT DURING COUNSELING**

### **MASTER BRIEF SHEET**

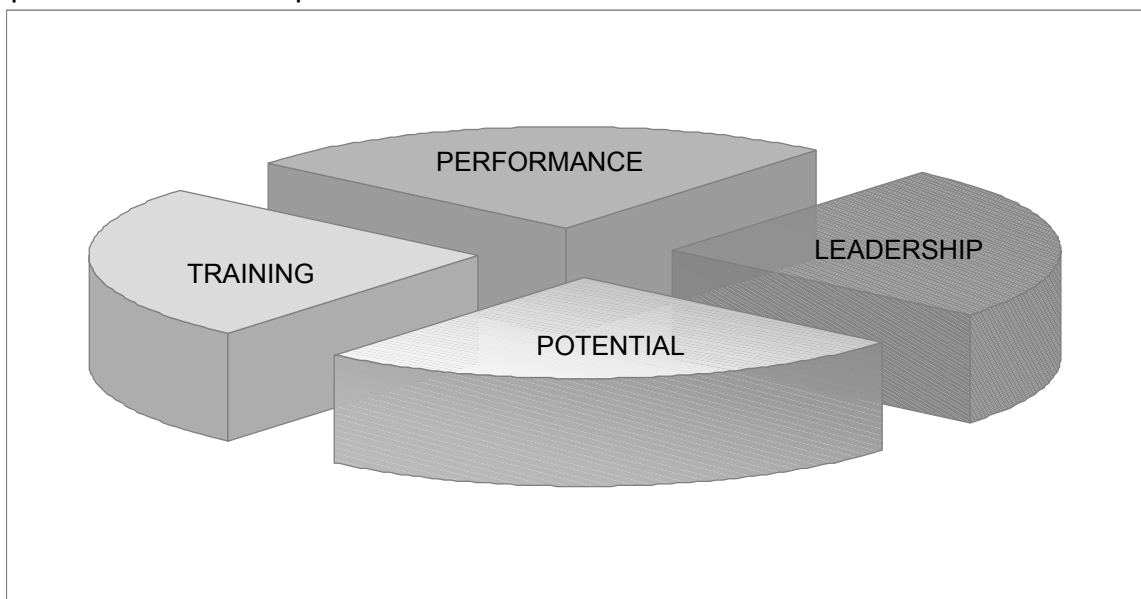
- Header data to ensure the accuracy of pertinent individual information.
- Performance Data which forms a summary of your billets, performance and potential as indicated by the Reporting Senior and Reviewing Officer based on their grading profile.

### **OFFICIAL MILITARY PERSONNEL FILE**

- Commendatory Folder to review the citations of personal awards if needed.
- Performance Folder to review the remarks on individual fitness reports.

### **MARINE CORPS TOTAL FORCE SYSTEM (MCTFS/3270)**

- Your Basic Training Record and Basic Individual Record for individual qualifications and requirements.



## PROFESSIONAL MILITARY EDUCATION AND PROMOTION

- Almar 26-96 clearly states that the Marine, who does not complete the required PME, will not be selected for promotion, and ultimately be required to separate under the Enlisted Career Force Controls (ECFC).
- The Enlisted Promotion Manual clearly states the enlisted PME requirements, which Marines (Sgt - GySgt) who are eligible for selection, must complete before the convening date of the board. The following are the minimum PME requirements towards SNCO Promotions.

MINIMUM PME REQUIREMENTS	
STAFF SERGEANT	
The Marine NCO (MCI 03.3K)	OR
The NCO Non-Resident Program (MCI 7000/MCI 8000)	OR
The Sergeants Distance Education Program (MCI 8010)	OR
GUNNERY SERGEANT	
The SNCO Distance Education Program (MCI 7100)	
MASTER SERGEANT	
The SNCO Advanced Distance Education Program (MCI 7200)	AND
The Warfighting Skills Non-Resident Course (MCI 7400)	
FIRST SERGEANT	
The SNCO Distance Education Program (MCI 7100)	OR
The SNCO Resident Course	
The SNCO Advanced Distance Education Program (MCI 7200)	AND
The SNCO Advanced Resident Course	AND
The Warfighting Skills Non-Resident Course (MCI 7400)	

*Note: **Maradmin 260/03** released 3 June 2003 announced that MCI 7200 would be discontinued effective 22 June 2003, and be replaced by the revised MCI 8200 SNCOADEP that will appear in MCTFS as SNCO Advanced DEPF (8200) with a service school code of T3K.*

*This Maradmin stated that MCI 8200 satisfies the distance education PME requirements for GySgts. This change will be reflected in a forthcoming change to the Enlisted Promotion Manual to fulfill the PME requirement for selection to 1stSgt and/or MSgt.*

## EQUIVALENCY CODES

*Almar 156/96 clearly states, "If a Marine has successfully graduated Recruiter, Drill Instructor or MSG School, and has completed the Non-resident PME requirements for promotion to the next grade, the listed codes can be entered into the MCTFS as substitution for the resident courses."*

- Sergeants Course Equivalency - L87
- SNCO Career Course Equivalency - L86
- SNCO Advanced Course Equivalency - L77

## **ENLISTED CAREER FORCE CONTROLS (ECFC)**

The ECFC Program was never intended as a force drawdown program. Rather it is a comprehensive approach to balancing the inventory of the Marine Corps by Grade and MOS to meet Career Force Requirement. This ensures that we have the right Marines by Grade and MOS. In the big umbrella of ECFC, there are many policies and programs that are implemented to ensure this happens, such as the First Term Alignment Plan (FTAP) and Service Limits.

### **SERVICE LIMITS**

- |                          |                                   |
|--------------------------|-----------------------------------|
| ▪ Sergeants              | 13 YOS (2P Policy does not apply) |
| ▪ Staff Sergeants        | 20 YOS (2P Policy does not apply) |
| ▪ Gunnery Sergeants      | 22 YOS                            |
| ▪ First/Master Sergeants | 27 YOS                            |
| ▪ SgtMaj/MGySgt          | 30 YOS                            |

*NOTE: Providing the Marine is maintaining retention standards.*

Enlisted Career Force Controls (ECFC) actively shape the inventory of Marines by Grade and MOS to the requirements of the Marine Corps. They control retention in order to help standardize Promotion Tempos across all MOS's.

### **PROMOTION TEMPOS**

- |                    |      |       |
|--------------------|------|-------|
| ▪ Sergeant         | 4    | YEARS |
| ▪ Staff Sergeant   | 8.5  | YEARS |
| ▪ Gunnery Sergeant | 13   | YEARS |
| ▪ 1st Sgt/MSgt     | 17.5 | YEARS |
| ▪ SgtMaj/MGySgt    | 22   | YEARS |

## **B- BILLETS & SPECIAL DUTY ASSIGNMENTS**

A B-Billet is any billet working outside your Primary MOS (8000-9998). However, there are only five B-Billets that are considered special duties:

- Recruiting Duty
- Drill Instructor Duty
- Marine Security Guard Duty
- Security Forces Duty
- Marine Combat Instructor

Special Duties can be a good way to enhance your record. Those who are on or who have successfully completed any of the five Special Duties will be precepted on Selection Boards as '*Highly Qualified*'. This does not mean that one can rely solely on the strength of a Special Duty to make them more competitive. If you have shown strength in your primary duties, a Special Duty can be like a '*Force Multiplier*' that will definitely accelerate your overall record.

There are many other billets outside of the MOS mainstream that one could seek; though they may be B-Billets they are not considered 'Special Duties'. If

your MOS does not allow a Special Duty due to current needs and strength, you could indicate that you are seeking one by consistently indicating it as your first choice in 'Section-A' of your fitness report. This way, those who review your OMPF will see that you have at least been seeking the challenge.

## PROMOTION MESSAGES

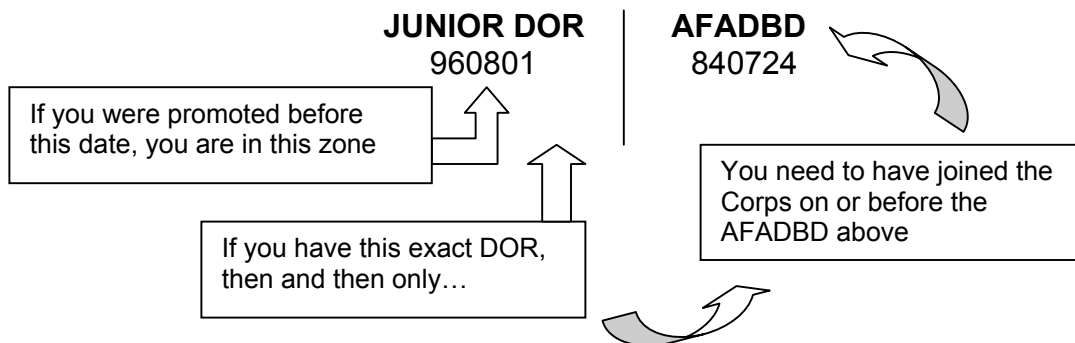
- The first Maradmin will be released approximately 60 days before the convening date of the board; this is probably the most important message as it contains the initial zones and supplemental information that is never repeated in subsequent promotion messages for that year.
- The second Maradmin is released approximately 30 days before the convening date of the board; it will only contain the changes to the zones and/or allocations of affected MOSs.
- The third Maradmin is released after the board lets out, it announces the names of the Marines selected and includes any changes to the zones or allocations while the board was in session.

## PROMOTION ZONES

There are three zones in regards to promotion, they are:

- Below Zone: Projected to be in the 'Promotion Zone' next year.
- Promotion zone: Primary zone for promotion based on DOR and AFADBD.
- Above Zone: Must have previously been considered in the 'Promotion Zone'.

## HOW TO READ THE PROMOTION ZONES



## THE SNCO PROMOTION BOARD



The Selection Board consists of 21 members. The process takes place at the Enlisted Promotions Branch at Harry Lee Hall, aboard MCB Quantico, Virginia. All your records are maintained electronically and each board member has complete access to all eligible Marines records.

Board Members are sworn to secrecy as they begin a very arduous process of finding the *'Best and fully qualified to assume responsibility of the next higher grade'*. They are not required to nor do they provide any lists that provide reasons for non-selection. When the Promotion Board lets out, all that is released is the roster showing those Marines that were selected.

We have this process in place to keep our Corps healthy as competitiveness drives the Marines to high standards. Marines performing to lower standards will find themselves consistently out-competed by those who continue to excel.

### BOARD ACTIONS

1. **PREP CASE** - Digital OMPF's are used and case files consist of the MBS, Photo and any Update Material if applicable.
2. **BRIEF** - A maximum of three to five minutes are allowed for an individual brief (depending on your rank). The Marine's entire record is briefed to include all adverse material.
3. **VOTE** - All voting is conducted by secret ballot and selections are to allocations only. The board selects 'The Best and Fully Qualified'.

### WHAT THE PROMOTION BOARD LOOKS AT

1. Your Photograph (Should be certified)
2. MCTFS (3270)
3. Master Brief Sheet (MBS)
4. Digital Official Military Personnel File (OMPF)
5. Additional Rosters
  - PME Roster from MCI
  - NJP Roster
  - Weight Control/Military Appearance Roster

## YOUR BRIEF

- Name
- Minimum PME Complete (Additional PME)
- Rifle/Pistol/PFT scores
- Combat Experience (Y/N)
- Personal Decorations
- Photo submitted (Y/N)
- Height/Weight/Body Fat (within standards)
- Weight Control/Military Appearance Program assignments
- Education (Civilian/Military)
- Letter to the Board (Y/N)
- Adverse Information (Page 11's, NJP, DUI)
- Special Tours (Recruiting, Drill Instructor, MSG, MCSF)
- Section "B" Marking trends (other than OS marks)
- RS/RO Comments
- New Fitness Report Information
- Fitness Report Information: Observed Reports, Number of Reporting Seniors, Number of One-on-One Reports, Numbers of Peers Above/With/Below

## PREPARING FOR PROMOTION

The promotion system provides a process whereby Marines within each grade and MOS/Occupation Field compete for promotion to the next grade. The basic goal is to advance the '*Best and fully qualified Marines*' to higher grades. This ensures MOS/Occupation Field vacancies in the enlisted structure will be continuously occupied by Marines who are *fully qualified* (i.e., have fulfilled their minimum PME requirements) and *best qualified* to perform and to assume the responsibilities of the next higher grade.

Your record is your personal representation at all selection boards for promotion. It is imperative as a Career Marine; you fully understand all the moving parts of your record and know how to keep it updated. As we review records to evaluate performance during counseling, we routinely come across poorly managed records. We find records not updated with important items such as PME, Fitness Reports and awards missing. Failure to project all information in your record may not present a full picture of your performance and potential.

Ensuring your record is current and complete is your responsibility and not anyone else's. *"If a selection board determines that a Marine's case is incomplete, but sufficient information is available to make a valid recommendation, the Marine will be considered for selection. Marines in this situation are not entitled to remedial consideration based on the missing material which has been updated subsequent to the adjournment of the selection board (MCO 1400.32C)."*

It is neither difficult nor time consuming to ensure you have a current and updated record. The focus of this segment is to give you a snapshot of the important elements of your record as they pertain to promotion. Afterwards, sources are listed to enable you to correct your record if needed. You should use this checklist to review the accuracy of your record. Don't procrastinate and wait until the last hour.

### **YOUR OMPF (OFFICIAL MILITARY PERSONNEL FILE)**

The OMPF is seen by the promotion board digitally and is available to individual Marines upon request on a CD ROM format. It is a set of four individual folders, which contains the information listed below.

<b>FOLDER</b>	<b>CONTENTS</b>
S-FOLDER (SERVICE FOLDER)	Consists of contract information, discharge documents, general administrative and service documents used to compute service time for benefits, programs, or retirement.
C-FOLDER (COMMENDATORY & DEROGATORY FOLDER)	Contains documents on civilian and Professional Military Education (PME Course Completion Diplomas), personal awards, court-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity pertinent to making decisions for purposes of selection, assignment, and retention.
P-FOLDER (PERFORMANCE FOLDER)	Contains fitness reports and standard addendum pages for all Sergeants and above.
X-FOLDER	Digital Photographs, are good for 12 months from the time taken and can be used for multiple boards in that period.

### **YOUR MBS (MASTER BRIEF SHEET)**

Your MBS is a snapshot of administrative data, duties and grades given based on your fitness reports. The old style MBS will have no further entries beyond the closing date of the old Performance Evaluation System, and no further updates to the header data at the top. You will have a new style MBS for all reports received under the present Performance Evaluation System.

### **NEW INFORMATION ON MBS AND OMPF**

Maradmin 466/01 announced additional information that will be included on the Master Brief Sheet (MBS) and overlaid on Page-5 of the fitness report form when entered into the Official Military Personnel File (OMPF) beginning 1 October 2001.

### **RAW SCORES**

The report summary column on the MBS will contain a Raw Score average that complements the "at-processing" and "cumulative relative value" scores for each individual fitness report.



Raw Scores reflect three values:

REPORT SUMMARY							
COMM	ADV	RPTS @PROC	RELVAL @PROC	RPTS CUM	RELVAL CUM	RO CONCURS	
						Y	N
		4	100	8	100	Y	
FITREP		RS		RS			
AVG: 2.85		AVG: 2.22		HIGH: 2.85			
<ul style="list-style-type: none"><li>▪ <b>REPORT AVERAGE:</b> The fitness report average based on the value of the letter grades on that particular report.</li><li>▪ <b>RS AVERAGE:</b> The average of all fitness reports written by this Reporting Senior (RS) on Marines of the same grade, this is cumulative and will continue to change as long as the RS continues to report on Marines of the same grade.</li><li>▪ <b>RS HIGH:</b> The value or the highest score on a fitness report written by this RS on Marines of the same grade.</li></ul>							

These numbers will help identify the range of the fitness report scores for this particular RS and this specific fitness reports relative standing (placement) among those written by the RS.

## REVIEWING OFFICER PROFILE

The Reviewing Officer profile is based on the markings on page-5 of the fitness report and is an assessment of when compared to others of the same grade that the Reviewing Officer has observed. This can be found as cumulative data on the Master Brief Sheet and as a fixed snapshot in time when the actual reports are reviewed in the P-Folder of the OMPF.

## REVIEWING OFFICER PROFILE ON THE MBS (Cumulative)

A comparative assessment of the Reviewing Officer's (RO) rankings for Marines of the same grade will also be included on the MBS.

IRCRAFT ELECTRI	TR	20020112	D	E	B	B	D	D	D	E	D	D	C	D	D	H	X		
N 6434		20020816																	
VAPP			RO:	0/1	2/2	10/3	15/4	11/5	8/6	0/7	0/8								

- The first number indicates how many Marine the RO has graded in that are of your grade.
- The box indicates that where you are, you can either be that Marine or one of the Marines in that ranking.
- The relative position on the tree, 1 being at the bottom and 8 being at the top

This information will show the cumulative Comparative Assessment (Christmas Tree) marks of all Marines of the same grade evaluated by this RO, with the

assessment of this fitrep highlighted. Each number represents how many fitness reports this RO has marked in each category (for Marines of the same grade), followed by the assessment rank, starting with "1" for the *Unsatisfactory Marine* to "8" for the *Eminently Qualified Marine*. This information will be displayed on a new row beneath the line of fitrep attributes in line with the RO name, and will be updated as additional fitness reports are processed with the same RO.

### REVIEWING OFFICER PROFILE IN THE OMPF (Not Cumulative)

When the fitness report is initially processed into the OMPF, a one-time snapshot of the RO profile will be electronically overlaid on Page-5 of the fitness report. This information will be captured at the time of processing and will not change. The numbers indicate the number of times the RO has marked Marines of the same grade on that portion of the Comparative Assessment. This information can be seen when looking at fitness reports in the OMPF by the individual Marine and by the selection board.

OFFICER COMMENTS	
1. <input type="checkbox"/> Insufficient	2. EVALUATION: <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur
DESCRIPTION	COMPARATIVE EVALUATION
THE EMINENTLY QUALIFIED MARINE	0
ONE OF THE FEW	0
EXCEPTIONALLY QUALIFIED MARINES	2
ONE OF THE MANY HIGHLY QUALIFIED	3
PROFESSIONALS WHO TO THE	7
MAJORITY OF THIS GRADE	4
A QUALIFIED MARINE	2
UNSATISFACTORY	0

- Numbers indicate total assessments and how often RO has marked Marines of the same grade on that portion of the tree.
- Numbers are electronically overlaid at the time of processing.
- Information is effective at the time of processing and will not change (Not Cumulative).
- Information will show up on the OMPF and digital board room copies of the reports.

### ADDITIONAL QUESTIONS ON OMPF/MBS

You can also call MMSB's PES Help Desk Hotline for all Performance Evaluation System related questions toll free at (877) 301-9953. For additional information on upcoming changes to the MBS and OMPF, refer to MMSB's website at: <https://www.mmsb.usmc.mil>.

### REQUESTING YOUR RECORD

Marines can order their Official Military Personnel File (OMPF) and or Master Brief Sheet MBS by writing, faxing or submitting an email request to MMSB-12. Ensure that you include your rank, full name, SSN, mailing address and work phone number and send your request to the address below. Marines in the Quantico area can request their OMPF/MBS in person at MMSB-20, Customer Service. Now, you may also order your OMPF/MBS online by sending an email request to [MMSBOMPF@manpower.usmc.mil](mailto:MMSBOMPF@manpower.usmc.mil).

<b>REQUESTING YOUR OMPF / MBS</b>	
By Mail	Headquarters, United States Marine Corps (MMSB-12) 2008 Elliot Road, Quantico, VA 22134-5030.
By Fax	DSN Telefax: 278-5792 Commercial Telefax: (703) 784-5792
By Email	MMSBOMPF@manpower.usmc.mil
By Internet	Visit MMSB's website at this link ... <a href="https://www.mmsb.usmc.mil/howtoget.htm">https://www.mmsb.usmc.mil/howtoget.htm</a>

## **KEEPING YOUR RECORD CURRENT**

Here is a simple checklist that will be a good tool to ensure accuracy and update of your records for the promotion process. There is also a good checklist located on the Career Counseling website.

<b>WHAT TO CHECK</b>	<b>WHERE TO CHECK</b>
Administrative Information (DOR, AFADBD, PEBD, PMOS, IMOS)	Basic Individual Record in the MCTFS and the header data of your MBS. You can correct this by unit diary locally.
PFT (Semi Annually)	Basic Training Record in the MCTFS. You can correct this by unit diary locally.
Rifle/Pistol Range (Annually)	Basic Training Record in the MCTFS. You can correct this by unit diary locally.
PME	Though you can verify this in many places, it is best to ensure all PME shows completion as a complete course in your Basic Training Record in the MCTFS. This is inputted by MCI, call MCI at (800) MCI-USMC. See Note-1 for more on PME. See Note-2 more on Equivalency Codes. Also ensure a copy of the MCI completion certificate for all resident and non-resident PME is in your OMPF. You can submit update material for the OMPF to MMSB-20
Awards	Awards Screen in the MCTFS to ensure it is in the system and in your OMPF (C-Folder) to ensure your citations have been inputted for all to read. Very often, we find it is in the MCTFS, but not in your OMPF. Input in MCTFS via unit diary entry and send the citation to MMSB-20 for input into your OMPF.
Civilian Education	Education Screen in the MCTFS. You can correct this by unit diary locally; also make sure your grade level reflects appropriately. Ensure you send a certified or true copy of diplomas or completion certificates to MMSB-20 for input into your OMPF.
Fitness Reports	Though there are many ways to check this for both the old and new reports, it is best to ensure all reports are in your MBS and OMPF. If you have a question regarding the reports in your record, call MMSB-20 at DSN 278-3952/3907. See Note-3 for more on Date Gaps.
Promotion Photo	It is a requirement to submit a promotion photograph. Ensure a sharp appearance with correct information on it. Photographs are now taken digitally and entered directly into the X-Folder of your OMPF and are good for 12 months from the day taken. Call MMSB 20 for confirmation of photograph receipt. See Note-4 for more on Photographs. Digital photo receipt can also be verified on MMSB's website.

## CORRESPONDING WITH THE BOARD

Marines may send correspondence to the President of a Selection Board. It is recommended all correspondence sent be of a nature to explain and not complain. Be chronological, factual and to the point. This is especially useful when explaining details or circumstances not otherwise known by examining a record. Letters of recommendation, PME completion certificates, and other material deemed relevant by the individual Marine may also be included. Mail all correspondence to the address below.

COMMUNICATING WITH THE PROMOTION BOARD	
President, (Specific Board) Headquarters, United States Marine Corps Harry Lee Hall (MMPR-2) 17 Lejeune Road Quantico, VA 22134-5104	Fax: DSN 278-9884 Commercial: 703-784-9884  Phone: DSN 278-9712/3 Commercial: 703-784-9712/3

### NOTE-1

We recommend Marines increase their competitiveness by doing as much PME as possible to include all resident courses at the SNCO Academy. Your PME requirements are listed in the Enlisted Promotion Manual (MCO P1400.32c) and must be shown as completed at least one day before the convening date of the selection board. Additionally, ensure you have remarks on fitness reports for reading books from the Commandant's Reading Program.

The board does not see your BTR/BIR, which reflects the correct unit diary entry from your unit and an appropriate entry into the MCTFS. The board will see your MBS and Marines should ensure that all PME also appears in the header data of the MBS. Additionally, it is a good idea to send copies of certificates for 'Required PME' to the board if they are not shown in your OMPF. This will serve as a good source document to show completion of required PME, just in case the source document from MCI or MCTFS is incorrect.

### NOTE-2

*"Successful completion of Drill Instructor, Recruiter or Marine Security Guard school in the grades of Corporal through Gunnery Sergeant can replace the requirement to complete resident PME courses, including the SNCO Advanced Resident course, provided the Marine has also completed the appropriate nonresident program (MCO 1400.32C)."* The individual Marine is required to ensure the equivalency code is run by unit diary and the same is reflected in your Basic Training Record, this does not get accomplished automatically. The Equivalency Code for the Advanced Resident Course is L77, which is a requirement for promotion to First Sergeant. Though there are two additional equivalency codes in the Codes Manual, they are for resident courses that will not help Marines for promotion to 1stSgt.

**NOTE-3**

In the old fitness reports, date gaps were for periods not covered for 45 days or more. In the new reports, date gaps are for periods not covered for 31 days or more. There is no grandfather clause.

**NOTE-4**

*“Marines being considered for promotion regardless of zone, are required to send a Promotion Photograph to the selection board (MCO 1070.12J).”* Digital Photographs have a 12 month shelf life and are good for multiple boards within the 12 month period. You must be in the service “C” uniform. If your service “C” uniform is not available due to deployment, submit a photograph in the most appropriate uniform available. Please read Maradmin 497/01 for the latest information regarding the requirement for submission of photographs for promotion.

## **CAREER RESOURCE CENTER**

### **ENLISTED RETENTION AND COUNSELING SECTION (MMEA-6)**

DSN: 278-9238/9239/9240.

- Reenlistments/Extensions per MCO P1040.31\_
- Lateral Moves per MCO 1220.5.
- Career Retention Specialist/Career Planning Force.
- Career Counseling Unit DSN 278-9241 & (800) 833-2320.

### **ENLISTED ASSIGNMENT MONITORS (MMEA-8)**

- Combat Arms Monitor Unit DSN 278-9947
- Service Support Monitor Unit DSN 278-9295
- Aviation/Communication Monitor Unit DSN 278-9259
- Special Assignment Monitor Unit DSN 278-9259
- Humanitarian Section DSN 278-9970

### **PERFORMANCE EVALUATION REVIEW BRANCH (MMER)**

DSN: 278-9204

- Any request/petition dealing with fitness reports should be mailed to PERB not BCNR. It is the Marine's responsibility to prove his/her case.

### **ENLISTED PROMOTIONS BRANCH (MMPR-2)**

- DSN: 278-9718/9716
- Facilitates the Annual Selection Boards.
- Remedial Consideration for selection if applicable.

(If you were not selected and subsequently received favorable PERB/BCNR action, your request for remedial promotion must be submitted within 12 months of the date PERB/BCNR action was taken)

### **SEPARATIONS AND RETIREMENT BRANCH (MMSR)**

- Disability (MMSR-4) DSN: 278-9308
- Inactive Reserve Unit (MMSR-5) DSN: 278-9306
- Retirement Section (MMSR-2) DSN: 278-9324

### **PERSONNEL MANAGEMENT SUPPORT BRANCH (MMSB)**

[WWW.MMSB.USMC.MIL](http://WWW.MMSB.USMC.MIL)

This is your source when requesting your OMPF or MBS.

- Customer Service/Help Desk MMSB-20 DSN: 278-3623/5640
- Fitness Report Correction MMSB-31 DSN: 278-3428
- MBS Correction (fitrep data only) MMSB-31 DSN: 278-3428
- OMPF Questions MMSB-20 DSN: 278-3950

### **PES HELP DESK 877-301-9953**

Marine Locator 800-268-3710

## **IMPORTANT ORDERS AND MESSAGES**

- MCO P1400.32\_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (Remedial Promotion Process and PME requirements for promotion)
- MCO P1040.31\_ Enlisted Career Planning and Retention Manual
- MCO 1610.11\_ Performance Evaluation Appeals
- MCO 6100.10\_ Marine Corps Weight Control & Body Composition Program
- MCO P1900.16\_ Marine Corps Separations and Retirement Manual
- MCO P1300.8\_ Assignment Policies
- MCO 1600.12\_ Marine Corps Counseling Program
- MCO 1326.6\_ Selecting, Screening and Preparing Marines for SDA's
- MCO P1610.7\_ Performance Evaluation System
- Maradmin 474/99 Change-1 to Performance Evaluation System
- MCO 5420.16\_ Enlisted Remedial Selection Board
- Maradmin 381/99 Career Counseling
- Almar 026/96 Relationship between PME and Promotion and Retention
- Maradmin 440/03 Enlisted Career Force Controls
- Maradmin 353/02 Selection Boards for Calendar Year 2003
- Maradmin 447/02 Selection Boards for Fiscal Year 2004
- Maradmin 313/01 Change to the Up-or-Out Policy for Sergeants
- Maradmin 463/01 Digital photographs to the OMPF
- Maradmin 466/01 New changes to the OMPF/MBS
- Maradmin 497/01 Requirement to submit Promotion Photograph
- Almar 056/02 Marine Combat Instructor MOS 8513

## **ENLISTED RESERVE CAREER COUNSELING**

The Reserves (AR, SMCR and IRR) have their own Counseling Section called the Career Management Team. They can be reached at the following numbers:

- DSN 278-9128/9129
- Toll Free 1-877-415-9275 (Use Option 5 on reaching the phone menu)

## **SUMMARY OF CAREER BRIEFS AVAILABLE**

The Career Counseling Unit provides several different briefs that are designed to be progressive and current in content. Since the content is based upon policies that may change from time to time, our briefs change to reflect the very latest information. Commanders can request a Counseling Visit to their unit, provided they fund the trip. Approved visits can include specific briefs as requested and individual Career Counseling as is possible in the time arranged.

We do not give out our briefs as the content requires total mastery of subject matter and a perspective that only comes from experience.

Please call the Head, Enlisted Counseling Unit at DSN 278-9241 or toll free at (800) 833-2320 for coordination or additional information. A summary of our briefs is provided below.

### **CAREER BRIEF 101 (2 Hours)**

This brief targets the grades of Sergeant through Staff Sergeant. It will provide broad based familiarity with all facets of career management and insight into improving overall competitiveness for promotion. Topics in this brief will include the following:

- Understanding the new Fitness Reports.
- Contents of Official Records.
- PME and Promotion.
- Enlisted Career Force Controls.
- The SNCO Promotion Process.
- Maintaining and Improving Competitiveness for Promotion.
- Enlisted Career Counseling and how it works best for the Marine.

### **CAREER BRIEF 201 (2 Hours)**

This brief targets Gunnery Sergeants. It will serve as the first step up from first brief and the intent is to provide both the knowledge and tools to help prepare their Marines for Selection Boards. Topics in this brief will include the following:

- Contents of the Official Military Personnel File.
- The Master Brief Sheets in the Promotion Process.
- Individual Field Records/3270.
- Promotion Photograph.
- Maintaining your Official Records.
- Preparing for Selection Boards.

### **CAREER BRIEF 301 (2 Hours)**

This target audience is Master Sergeant through Sergeants Major. It will provide an in-depth understanding of MOS progression and the impact of assignment choices on career progression. Topics in this brief will include:

- Demonstrating competitiveness in MOS.
- Timing for Special Duty Assignments.



- Career Designs for both Feeder MOSs and Non-Feeder MOSs.

#### **CAREER BRIEF 401 (2 Hours)**

The target targets senior enlisted Marines in the grade of Master Sergeant through Sergeants Major. The focus of this brief is to share with the senior level leadership big picture issues that will put into perspective decisions made on enlisted career progression. Topics in this brief will include the following:

- PERB/BCNR Action.
- Remedial Promotions.
- HUMS/EFMP
- Waivers

#### **CAREER BRIEF 501 (2 Hours)**

This brief targets Senior Enlisted Marines in the rank of Master Sergeant and above as well as to all Reporting Seniors and Reviewing Officers. It is intended to provide an in-depth understanding of the impact of fitness reports on the Enlisted SNCO Selection Process. It will present the Performance Evaluation System (PES) from a SNCO Promotion standpoint. Topics in this brief will include the following:

- The PES and impact on SNCO Promotions, Retention and Assignments.
- Notes from Selection Board Debriefs.
- Enlisted Career Issues and Trends.

#### **CLOSING REMARKS**

- Be proactive; call the Career Counselors at least two years before reaching the 'In Zone'. Improving performance takes time, it does not happen overnight.
- Your overall performance is what counts. Does your record paint a compelling picture of you? Constantly seek counsel with your reporting seniors and reviewing officers to find ways to improve performance and thereby your evaluations.
- Your record is your responsibility, failing to keep your record current and updated will in most cases not constitute justification for remedial consideration. The checklist provided in this handout will assist you during the process.